

BAE SYSTEMS	Camera, Cell Phone Policy, & Recording Policy
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1 GENERAL INFORMATION

- 1.1 This standard describes Ordnance Systems Inc.'s Camera/Photograph and Cellular Phone Policy at Radford Army Ammunition Plant and defines the procedures for acquiring a permit to possess a camera and take photographs in hazardous areas.
- 1.2 This standard applies to all OSI Employees, RFAAP Staff, subcontractors, lessees and visitors.

2 DEFINITIONS

- 2.1 Camera – All conventional cameras, digital cameras and video cameras.
- 2.2 Cell Phone – All portable phones with or without cameras
- 2.3 Rated Cell Phone – Portable phone approved for use in Class I, Division I, Groups AD and Class II & III, Division 1, Groups EG.
- 2.4 Camera Permit – Written authorization to possess a camera and take pictures
- 2.5 Limited Area – The entire limited access areas of the plant.

3 CAMERA/PHOTOGRAPH POLICY

- 3.1 A camera permit is required to possess a camera and take photographs or videos. A permit can be obtained thru the BAE Systems Security Manager.
- 3.2 Personal cell phones with cameras may not be used to take photographs anywhere at RFAA unless you have an authorized camera permit.
- 3.3 Photographs and or videos taken on plant must have an OPSEC review. This will consist of, but not limited to the following: looking for badges in the photo, security cameras and features in the photo, security officers in the photo, and etc. Once the OPSEC review is completed by a trained individual, the pictures can be released to U.S. companies that have signed a NDA (Non-disclosure agreement). Any photos that require public release, or are being sent to a company without signed NDA must be reviewed by the Army Staff Public Affairs Officer and Army Staff Security Manager. The photographer is responsible for ensuring this review and approval.

- 3.4 A Hot Work Permit (issued by a Safety Department Representative), in addition to a camera permits required before taking pictures inside the limited area within 50 ft. of any energetic or solvent operation.
- 3.5 A Permanent Camera/Photograph Permit will be issued to RFAAP Staff, OSI Employees, Partners and Lessees that have a continuous need that is justified by job requirements.
- 3.6 Cameras must have a wrist strap or method to prevent it from falling into the process.
- 3.7 Batteries may only be changed outside of the energetic building.
- 3.8 FLASH must be disabled in any energetic building. The flash must be covered with tape. Any camera that has a flash that cannot be disabled is NOT PERMITTED to be used inside energetic buildings. ONLY safety is permitted to use a FLASH when energetics are present. If you need to use a flash then contact safety.
- 3.9 Operations where solvent vapors may be present require the atmosphere to be tested and be below the LEL.
- 3.10 Portable handheld cameras are not permitted closer than 3 feet to exposed energetic materials.
- 3.11 The safety department is authorized to take photographs within the limited area without a hot work permit.
- 3.12 Safety personnel shall verify a safe atmosphere using an LEL meter when taking photos near operations containing solvent operations.

4 CELLULAR PHONE POLICY

- 4.1 Only intrinsically safe cell phones approved by the Safety Department may be taken within 50 ft. of any energetic or solvent operations.
- 4.2 Cell phones must be turned off before entering and may not be turned on inside any radio restricted area.
- Ballistics Range
 - Igniter Line
 - Hazards Analysis Test Areas
- 4.3 Personal cell phones are allowed in the following areas:
- Personal Vehicles
 - Approved Break Rooms during approved break times (except where eating area is inside a control room)
 - Change houses
 - Office areas
- 4.4 Personal cell phones may be carried in Government and BAE Systems vehicles to and from places of work however they must not be used in these vehicles under any circumstances.

5 AUDIO RECORDING POLICY

- 5.1 Audio recording at Radford is controlled under applicable Virginia State Laws, and Federal Law (Virginia Code 19.2-62, Virginia Code 19.2-61, Virginia Code 18.2-10, Virginia Code 19.2-69, 18 U.S.C. and etc.)
- 5.2 Recording meetings is not permitted unless approved by the BAE Systems Security Manager